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Agency of Transportation
State Aeronautics

INTRODUCTION

The State of Vermont, acting through the Agency of Transportation (VTrans), is issuing a Request For Proposal (RFP) for the private or commercial use of the New Aircraft Storage Hangar at the Middlebury State Airport (6B0), located in Middlebury, Vermont. The ultimate goal for the RFP is to enhance the aeronautical and economical value to the Middlebury State Airport and the community which it is so closely tied too.

The Middlebury State Airport is situated on 156 acres in the Town of Middlebury (population 8,183) in Eastern Addison County (population 36,791), approximately four miles South East of Downtown Middlebury. 6B0 is located approximately 30 miles North of Rutland and 30 miles south of Burlington. The airport is located adjacent to State Routes 7 and 116.

PROPOSED SCHEDULE

The following is an anticipated scheduled of events concerning the RFP process:

<u>Activity</u>	<u>Dates</u>
Distribution of the RFP	February 20, 2015
Pre-Response Site Visit (optional)	February 27, 2015
Letter of intent to submit a proposal (mandatory)	February 27, 2015
Deadlines for Submittal of Questions	March 6, 2015
RFP Response Deadline	March 13, 2015
Evaluation by Committee	March 18, 2015 (Anticipated)
Notification of Award of RFP	March 20, 2015 (Anticipated)
Finalize Negotiated Contract	March 27, 2015 (Anticipated)
Commence Hangar Lease	April 1, 2015 (Anticipated)

AIRPORT OVERVIEW AND AVAILABLE FACILITY

The Middlebury State Airport is categorized as a general aviation (local service) airport with approximately 7,000 annual operations and 21 based aircraft, including 1 multi-engine aircraft. Airside facilities include Runway 1-19, a 2500 foot by 50 foot asphalt runway. The airport maintains an Automated Weather Observing System (AWOS) to provide weather information at 6B0. The Airport Layout Plan for 6B0 can be found in the [Development Plan](#).

The fueling facility at 6B0 consists of one 10,000 gallon below-ground tank that provides 100 Low Lead (100LL/Avgas). The fueling facilities incorporate a self-service fueling system, and fuel is available to aircraft operators 24 hours per day, 7 days per week. Fuel flow at 6B0 has

varied over the past several years. However, the airport has historically sold approximately 19,000 gallons of 100LL on an annual basis.

The RFP provides an excellent opportunity for any existing business or prospective Consultant/Firm interested in basing an aircraft or expanding aviation-based business in Central Vermont and the Central New England region. The facility that would be available for lease includes the following:

New Aircraft Storage Hangar

The hangar is a 4704 sq ft, Morton Building with an aircraft bi-fold door, pedestrian door, radiant floor heat, boiler room, lavatory, water, and septic, plus 10 aircraft tie-downs, and automobile parking behind the hangar.



PROPOSED TERMS

VTrans is soliciting competitive written proposals. VTrans intends to select one (1) Consultant/Firm to enter into a Lease of Airport Facility. The available airport facilities for the selected tenant will include those mentioned in the previous section titled “New Aircraft Storage Hangar.” *Appendix A for projected lease rate.

PROPOSAL REQUIREMENTS

In order to be considered responsible to this RFP, each proposal shall conform to the following requirements:

1) Technical Proposal

- a. Submit five (5) copies of the Technical Proposal in a sealed envelope or package.
- b. The Technical Proposal shall incorporate identification information necessary to provide sufficient background information regarding the Consultant/Firm as detailed below in Items I –IV. Priority will be given to proposals that address all elements.
 - I. Name, address, e-mail, telephone, fax number, and state of incorporation (if applicable).
 - II. Full Name, Address, and Title of each officer of the Consultant/Firm’s business. If a corporation, include the same for all board members.
 - III. A list of a minimum of three (3) references, including names and telephone numbers, for financial and business experience
 - IV. A detailed description of your intended use for the hangar.
 1. What would the Consultant/Firm do to maximize the use of the space available for aeronautical purpose?
 2. How would you use 10 aircraft tie-downs?
- c. The Technical Proposal shall address the evaluation criteria set forth in this RFP. Include a detailed description of the Consultant/Firm’s understanding of the RFP. In addition, detail the Consultant/Firm’s capabilities to perform the work listed

below in Items I – IV, where Item I is required services, and services within Item II-IV are strongly desired:

- I. **Hangar Storage:** Describe in detail your hangar storage plan for both itinerant and local general aviation aircraft. This should include a proposed rate schedule for overnight, monthly and annual tie-downs and hangar storage.
- II. **Flight Instruction:** Describe in detail your Flight Instruction resources available, such as Certified Flight Instructors, Instrument Instructors, Multi-Engine Instructors, and Designated Pilot Examiners, and how you plan to utilize these resources. Describe your ability and plan to advertise and conduct aeronautical ground schools and flight instruction.
- III. **Aircraft Rental:** Describe in detail your plan to provide aircraft rental to the flying public and flying students. Specifically, what type and how many aircraft will your FBO have available. In addition, describe the capability of each aircraft (i.e., IFR, High Performance, Complex, Floats, etc.).
- IV. **Other Services that could be Provided:** The State **STRONGLY** desires the operator to provide additional services, including:
 1. Aviation Radio Repair
 2. Aircraft Propeller Repair
 3. Repair of Aircraft Instruments and Accessories
 4. Aircraft Paint Shop
 5. Aircraft Upholstery Shop
 6. Aircraft Restoring and Refinishing Shop
 7. On-Demand Aircraft Charter
 8. Aircraft Sales

2) Required Submission Information

- a. All responses shall be submitted by 4:30PM, Friday, March 13, 2015
- b. Clearly indicate the following on the outside of each of the two (2) sealed envelopes or packages containing the Technical Proposals and Financial Information
 - I. Name and Address of the Prime Consultant/Firm
 - II. Due date and time (3/13/15 – 4:30pm)
 - III. Envelope Contents (i.e., Technical Proposal or Financial Information)”
 - IV. “New Aircraft Storage Hangar”



- c. Responses should be submitted to: Christopher Beitzel, 1004 Airport Road, North Clarendon, VT 05759

EVALUATION CRITERIA

The Technical Proposal will be evaluated considering the following weighted criteria:

<u>Criteria</u>	<u>Points</u>
Understanding of Scope of the RFP	15
Response to Section 1c, Item I (Required Services)	30
Response to Section 1c, Items II-IV (Other Services)	15
Qualifications, Demonstrated Experience, and References	20
Financial Capability and Resources	20

QUESTIONS

All questions related to this RFP shall be forwarded to Christopher Beitzel, State Airport Manager, in writing to 1002 Airport Road, North Clarendon, VT 05759 or via e-mail to christopher.beitzel@state.vt.us. Questions must be received no later than **March 6, 2015**. Questions and answers will be provided to all proposal holders. Communication with other VTrans personnel in regards to this RFP is prohibited.

AIRPORT VISIT (OPTIONAL)

All interested parties and potential Consultants/Firms may attend an optional site visit to review the details of the Airport and ask any questions required. The optional site visit will occur at **10:00am on Friday, February 27, 2015**. VTrans reserves the right to provide answers to any questions in writing and to provide those answers to any and all interested parties.

LETTER OF INTENT (MANDATORY)

All interested parties and potential Consultants/Firms shall provide a letter of intent indicating they intend to submit a proposal on **February 27, 2015**. Letter of intent shall be forwarded to Christopher Beitzel, State Airport Manager, in writing to 1002 Airport Road, North Clarendon, VT 05759 or via e-mail to christopher.beitzel@state.vt.us.

CONTRACT REQUIREMENTS

The Consultant/Firm awarded this contract shall, upon notification of award, apply for registration with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered. The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101. The telephone number is (802) 828-2386. VTrans **will NOT execute a contract** until the consultant is registered with the Secretary of State's Office. You may check the status of your registration at



www.sec.state.vt.us/seek/corpseek.htm.

The Consultant/Firm awarded this contract shall procure and maintain, during the term of the agreement, insurance of the types and minimum limits set forth as determined by VTrans and outlined in the written agreement between VTrans and the Consultant/Firm. Insurance requirements for the selected Consultant/Firm are further detailed in the Minimum Standards, Section IV (Attachment B). Such insurance shall show on their face that the Consultant/Firm is a named insured and must include the State of Vermont, its officers, agents, employee and volunteers as “Additional Insured” under its policies and must be endorsed to the applicable policy.

If any consultant is aggrieved by the proposed award of the contract, the consultant may appeal in writing to the Chief of Contract Administration, State of Vermont, One National Life Drive, Montpelier, Vermont 05633-5001. The appeal must be postmarked within fourteen (14) calendar days following the date of the written notice to award the contract.

All proposals become the property of VTrans upon submission. The cost of preparing, submitting and presenting a proposal is the sole expense of the proposer. VTrans reserves the right to reject any and all proposals received as a result of this solicitation, to negotiate with any qualified source, to waive any formality and any technicalities or to cancel this RFP in part or in its entirety if it is in the best interests of VTrans. This solicitation of proposals in no way obligates VTrans to award a contract.

Appendix A

Hangar Lease Rate

The lease for the Aircraft Storage Hangar is **\$548.80** a month.

***LEASE SPECIFIC NOTES**

- 1) The STATE shall maintain major items which shall include roof, building structure, siding, windows and doors, heating, plumbing and electrical systems. The TENANT will be responsible for the cosmetic maintenance of the leased building, and is responsible for exterior maintenance such as mowing around leased buildings, tree, shrub, and grass grooming, snow removal .
- 2) The TENANT shall be responsible for the removal of snow from the public walkway leading from the parking lot to the airport leased building and from the ramp on the airside to the hangar door.
- 3) The STATE agrees to pay for all installation, maintenance costs of heat, power, water and other utilities which may be required to service the herein leased STATE-owned Hangar unless otherwise required by this lease or other agreements between both parties. The TENANT agrees to pay for all operating costs of heat, power, water and other utilities.